

Hilliard Division of Police Internship Program



Integrity, Commitment, Cooperation, Professionalism



Goals

Our goal for the internship program is to provide a position of professionalism working side-by-side with sworn personnel of the Hilliard Division of Police. In addition to the intern gaining valuable knowledge of the functions of a law enforcement agency, the department will utilize the skills and abilities of the intern obtaining the position.

Objectives

- Interns will spend a designated amount of time with different sub-divisions of the agency to obtain knowledge of the aspects of that position.
- Interns will log the hours spent with each sub-division to ensure that the 170 hour requirement is reached.
- Interns will maintain an activity log that documents each period spent with agency personnel and will include things learned, ideas, questions, etc.
- In addition to the 110 hours spent with different sub-division personnel, interns will spend a minimum of 60 hours working on an agency related project, assigned by the internship coordinator.

INTERNSHIP OVERVIEW

The Hilliard Division of Police Internship program is a great opportunity for any college student. The internship program is based upon two aspects:

1. How the agency can benefit most from your skills and abilities.
2. How the agency can aid students involved in the program.

The best applicant will be chosen based upon their submitted applications and their interview with the agency. While involved in the internship program, each student will be given a project to aid the Division of Police or the City of Hilliard.

Each student will be responsible for completing 170 hours with the agency regardless of the hours required for the school, or institute, they represent. These hours will be divided up between sub-divisions. Interns will be selected each semester as needed.

Eligibility

The Hilliard Division of Police requires that each Intern:

- Is a United States citizen
- Is authorized to work in the United States
- Can provide documentation of current enrollment in a college or university
- Has a clean criminal history (i.e., no criminal or juvenile record, no warrants, etc.)

Hilliard Division of Police
5171 Northwest Parkway
Hilliard, OH 43026

INTERNSHIP APPLICATION



Basic Information

Last Name _____ First Name _____ M.I. _____

Address _____

SSN _____ - _____ - _____ Are you a U.S. Citizen? Yes _____ No _____

Are you authorized to work in the United States? Yes _____ No _____

Drivers License Number _____ Insurance Company _____

E-Mail _____ Primary Phone _____

If married, please list spouse's information:

Last Name _____ First Name _____ M.I. _____

SSN _____ - _____ - _____ Years Married _____ Number of Children _____

Primary Phone _____ Secondary Phone _____

E-Mail _____

Education

High School _____ Graduation Date _____

College _____ Graduation Date _____

Field of Study _____ Degree Earned _____

Other Schooling _____ Degree Earned _____

Awards / Recognitions:

Work History (Last three employers starting with the most recent)

Employer _____ Occupation _____

Address _____

Phone Number _____ Date Employed _____ Date Ended _____

Reason for leaving:

Employer _____ Occupation _____

Address _____

Phone Number _____ Date Employed _____ Date Ended _____

Reason for leaving:

Employer _____ Occupation _____

Address _____

Phone Number _____ Date Employed _____ Date Ended _____

Reason for leaving:

Criminal History

Have you ever been arrested or charged for a misdemeanor crime?

Yes ____ No ____

If yes, please explain: _____

Have you ever been arrested or charged for a felony crime?

Yes ____ No ____

If yes, please explain: _____

Previous Internships

Company_____Phone Number_____

Date _____ - _____ Position/Daily_____

Duties:_____

Company_____Phone Number_____

Date _____ - _____ Position/Daily_____

Duties:_____

References (List 3 contacts NOT related to you, and NOT former employers.)

Last Name_____First Name_____M.I._____

Employed By_____

Address_____Phone Number_____

Relationship to applicant_____Primary Phone_____

Last Name_____First Name_____M.I._____

Employed By_____

Address_____Phone Number_____

Relationship to applicant_____Primary Phone_____

Last Name_____First Name_____M.I._____

Employed By_____

Address_____Phone Number_____

Relationship to applicant_____Primary Phone_____

Skills

Describe what skills or experiences would aid you, as well as the department, if position is obtained. (*i.e., computer skills, classes, seminars, talents, etc.*)

School/Institute requiring internship_____

Class_____Teacher (Full name) _____

Contact Number_____E-mail_____

Start Date_____End Date_____Hours Needed_____

Essay

Attach a 150 word essay on why you want this position, and what you expect to gain from your experience.

Declaration

I, _____, have been truthful in completing the above information to the best of my knowledge and realize that falsifying any of the above information could result in disqualification of the application process, or termination from the position. I also give the Hilliard Division of Police the right to search any area of the above information to the best of their ability, to ensure the statements and information I have provided are correct and current.

Applicant's Signature _____Date_____